



Group Housing Request Agreement

Room Sub-block Agreement for Ten (10) or more Guest Rooms

This Group Housing Request Agreement is for exhibitors or third parties to obtain a sub-block of sleeping rooms from the official ASPEN 2025 Nutrition Science & Practice Conference hotels. This Agreement will enable the selected hotel to reserve a block of 10 or more rooms per night for the exhibitor or group to use during the dates of the conference. ASPEN25 will utilize two properties for groups:

**Hilton Columbus-Downtown
Headquarters Hotel**
402 North High Street
Columbus, Ohio, 43215
RATE: \$255 per night

Hyatt Regency Columbus
350 North High Street
Columbus, Ohio, 43215
RATE: \$260 per night

The conference rate per night **does not include** state and local taxes, which are currently 12.5%. One night room rate and tax are due as pre-payment to the hotel.

Hotel Preference: _____

Room Type	Thursday, March 20*	Friday, March 21	Saturday, March 22	Sunday, March 23	Monday, March 24	Tuesday, March 25	Wednesday, March 26*	Total Nights
Single								
Double								
TOTAL								

*Limited room availability on Thursday, March 20 and Wednesday, March 26.

PLEASE NOTE: In order to reserve your room block, you are agreeing to pay all fees associated with your block to the hotel, which is non-refundable. Once you have made payment, *ASPEN assumes no liability for any hotel room fees due.*

Hotel Assignment Policy and Procedures

The maximum number of rooms groups will be approved to hold is equal to the number of rooms requested in 2024. For example, if Group A reserved 20 rooms for ASPEN24, Group A will be approved to hold 20 rooms for ASPEN25. Exceptions may be made for companies investing in larger booths or sponsorship packages from previous years.

Requests will be assigned on a first come, first served basis and are based on hotel availability. You will receive an official approval notification from ASPEN within 7 business days of form submission. The hotel will then send to you a summary of charges and the information on the room block. Your arrangements at the hotel will not be considered confirmed until this summary is approved in writing by the hotel.

Deposit and Payment Policy

All housing details must be directly coordinated with the hotel, including housing lists, final arrival/departure arrangements, and all payments. Payments will be collected by the hotel, not ASPEN. One night’s room and tax for all rooms in the block will be charged by **Tuesday, January 21, 2025**, which is non-refundable in the case of cancellation after this date. If no credit card is provided and no rooming list by this deadline, your rooms will be cancelled and released back into the general block. Full payment of sub-block rooms is due to the hotel prior to arrival – this date will be set by the assigned hotel.

Cancellation Policy

You agree to utilize and/or pay for 100% of all rooms reserved within your final block. ASPEN is not responsible for covering any housing costs or fees incurred by any group. If you require additional rooms beyond the contracted hotel block, ASPEN must be contacted for approval. Any block reductions or room cancellations after February 3, 2025, will not reduce your overall obligation to pay the hotel for the agreed upon block.

Early Departure Policy

There is an early departure fee of one-night room and tax for guests who check out prior to the agreed check-out date. The check-out date will be confirmed upon check-in.

We hereby apply, subject to the terms in this Agreement, for a block of rooms (outlined above) at the referenced hotel and we agree to pay in full for the rooms secured as outlined herein:

Company’s Name: _____

Address: _____

City, State, Zip: _____

Contact Name: _____

Telephone: _____

Email: _____

Signature: _____ Date: _____

**Please return form to:
Valerie Mickiewicz – Manager, Development and Strategic Partnerships
Phone: 301-920-9155
Fax: 301-587-2365
E-mail: valeriem@nutritioncare.org**

ASPEN USE ONLY:
Approved: _____
Date: _____
Signature: _____

HOTEL USE ONLY:
Approved: _____
Date: _____
Signature: _____